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27 SEP 1968

Executive Registry
68-2820/9

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Deputy Director Support **RE** 0 SEP 1968

SUBJECT : CIA Records Management Board -- Report No. 1

REFERENCE : Memo dated 30 Aug. 68 from DD/S to Dep. Dirs.
And Ind. Offs. subj.: "Creation of the CIA Records
Management Board."

1. This memorandum is for information only.

2. The CIA Records Management Board, established by the referent memorandum, is now functioning. The long range purpose of the Board is to vitalize and tighten the overall Records Management Program throughout the Agency and to investigate and propose solutions for the whole range of problems affecting the Agency's paperwork management. The immediate task assigned the Board is to stimulate and monitor a rigorous reduction in the Agency holdings at the Records Center.

3. All Directorates and Independent Offices of the Agency report they are actively at work on the purge. Responsible officers have been appointed within the operating components; records disposition schedules and inactive holdings are being reviewed; representatives of 19 components [REDACTED] have visited the Records Center and to date some 2,573 cu. ft. of unnecessary materials have been destroyed or designated for destruction; and the components report plans for continuing the purge in the months ahead. — Status reports from the DCI Area and Directorates are attached.

4. The next steps in the Records Purge:

- a. Components throughout the Agency report they will actively review their deposits, revise control schedules, and purge their holdings.
- b. Decisions on alternative courses of action are required for some holdings (e.g., miniaturization, hardcopy, or destruction). In such cases study and analysis of use,

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volume, costs, and related matters will be required. These studies will be conducted by the responsible components with support from the Board.

- c. Clarification of CIA records policy and guidelines for retired materials, particularly legal and historical materials, is needed. The Board will undertake to provide such clarification.
- d. As the purge programs in the components progress, some additional purge actions may be identified and recommended by the Board.

5. During this reporting period the Board organized itself into a functioning body and has concentrated upon its priority task. It issued a Guidance Sheet to Agency components on purge procedures and progress reporting. The members of the Board, as Senior Records Management Officers, have met frequently with purge officers within their respective areas. Two related Working Groups were designated within the Board to pursue specific problems; to wit: Historical Records and Presidential Libraries. Members visited the Department of State, the General Services Administration, and the Agency Records Center on records management practices. The members assisted in developing and coordinating the attached progress reports on the purge.

- 6. The Board's Plans for the next quarter:
 - a. Promote the purging of non-essential records.
 - b. Provide additional guidance on retention criteria for Historical and Legal documents.
 - c. Review component purge plans, timing, and the impact on records storage requirements.
 - d. Focus additional attention on controlling Records Creation and improving active File Systems.
 - e. Plan for the Agency's participation in the government-wide "Office File Clean-up Campaign."
 - f. Study technological advances in microforms and storage and retrieval systems, and encourage the use of new

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systems which will improve Agency records keeping.

g. Analyze the Agency's Archival and Vital Records Programs.





Chairman,
CIA Records Management Board

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Attachments:
Directorate and
O/DCI Reports

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Attachments